



# **Mayor's Office of Housing and Community Development**



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## **REQUEST FOR PROPOSALS FY2022-2023 (2022-02d)**

**Due March 3, 2023 at 5:00PM**

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## Introduction

The Mayor's Office of Housing and Community Development (MOHCD) and the SoMa Community Stabilization Fund (SoMa Fund) are pleased to announce the availability of up to \$1,000,000 to invest in initiatives that engage and support low-income residents, nonprofits, and small businesses located in the in the SoMa Project area. The SoMa project area is home to some of the most ethnically diverse neighborhoods within San Francisco and is recognized as an important center for two communities: the Filipinos and the LGBTQ communities.

Over the last ten years, the SoMa Fund has invested in housing, economic and workforce development, community cohesion, and the improvement of infrastructure with the intention of mitigating displacement. In March 2020, MOHCD and the SoMa Fund Community Advisory Committee expanded its priorities to include response and recovery from the COVID-19 pandemic.

The Request for Proposals (RFP) solicits proposals for projects that continue ongoing efforts to minimize displacement through strengthening established local institutions, affirming and expanding inclusion of local residents of all ages in programming, and implementing recommendations from the established city priorities and the [COVID-19 Economic Recovery Task Force](#). The RFP is in alignment with MOHCD's 2020-2024 Consolidated Plan, the [SF Planning Department's Central SoMa Plan](#), and the [Cultural Districts Program](#)..

Housing affordability remains a primary concern for residents living within the SOMA project area, with the concern exacerbated by the economic downturn caused by the pandemic. Low-wage earners have been hit the hardest, especially those who work in the retail and hospitality industries.

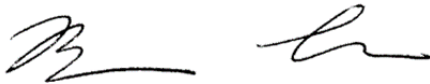
Since procuring the SoMa Stabilization grants portfolio in 2019, much has changed regarding the needs of communities we serve as well as within MOHCD. Over the last year, MOHCD worked closely with partners and the SoMa Stabilization Fund Advisory Committee to provide flexibility and better alignment of resources to address impacts of the pandemic.

The office remains committed to maintaining transparency in its processes, being intentional in realizing strategic outcomes, and supporting partner organizations with capacity building as well as funding.

We are proud and grateful to call you partners.

Sincerely,

Brian Cheu



Director, Community Development

Claudine M. del Rosario



SoMa Fund Director

## SoMa Fund Overview

The Rincon Hill Area Plan was approved in 2005, providing update land use and development policies for the area (generally bounded by Folsom Street to the north, the Embarcadero to the east, Bryant Street and the north side of the Bay Bridge to the south, and Essex Street to the west) to allow for residential development. The San Francisco Board of Supervisors approved an amendment to the Planning Code establishing the SoMa Community Stabilization Fund (SoMa Fund), through Ordinance 217-05, which addresses the economic impacts of the Rincon Hill Area Plan on the surrounding area (see map on page 5), specifically on affordable housing, economic and community development, and community cohesion in SoMa. This legislation imposed a SoMa community stabilization impact fee on residential development in the Rincon Hill Area Plan to provide community stabilization <sup>1</sup>benefits and prevent displacement of existing residents and businesses in SOMA. The legislation calls for financial assistance to existing small businesses, as well as programs to promote leadership development, community cohesion, and civic participation to ameliorate the negative economic and social consequences of the new development. The Board of Supervisors also approved a resolution, requiring the Mayor's Office of Community Development (MOCD), now the Mayor's Office of Housing and Community Development (MOHCD) to administer the Fund. The legislation also stipulates that there must be a SoMa Community Stabilization Fund Community Advisory Committee (the CAC), composed of seven members representing the SoMa community, to advise MOHCD and the Board of Supervisors on the administration and expenditure of the SoMa Fund.

Initial fees were received and procured by MOHCD, in partnership with the CAC, in 2010. Over the last ten years, the Fund has invested in initiatives to prevent the displacement of SoMa residents, nonprofits, and small community-serving businesses, guided by a Strategic Plan adopted by the Board of Supervisors in 2008.

In December 2018, the Board of Supervisors adopted the Central SoMa Plan along with additional fees allocated to the Fund for social and cultural programming as well as community facilities. The Plan lists preserving and celebrating the neighborhood's cultural heritage among its primary goals, recognizing SoMa as an important center for two culturally important communities: Filipinos and the lesbian, gay, bisexual, transgender, and queer (LGBTQ) community.

Each of these communities have established Cultural Districts formally recognized by the City, and are currently in the process of developing a Cultural, History, Housing and Economic Sustainability Strategy (CHHESS) Report to offer solutions and strategies for sustaining their cultural heritage within the neighborhood.

In 2020 MOHCD completed the 2021-26 Consolidated Plan that includes strategies and a theory of change that connect investment in housing opportunity, services, and a community building to advance opportunity for the city's most vulnerable residents. In 2020, the city completed its Equitable Recovery strategies that support existing businesses and organizations, re-imagine spaces, support workers and job-seekers, protect vulnerable populations, pursue economic justice and provide housing.

Shortly after the Shelter in Place order was issued, the SoMa Community Collaborative Community conducted a survey to learn about needs that emerged in the neighborhood. Participants in the survey listed support for tenant issues, eviction prevention, support for small businesses, and access to housing as top needs.

This RFP is designed to affirm and implement the priorities of the SoMa Community Stabilization Fund Strategic Plan related to Rincon Hill fees as well as immediate and COVID-19 needs.

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<sup>1</sup> Ordinance 217.05 states that all monies deposited in the Fund shall be used to address the impacts of destabilization on residents and businesses in SOMA including assistance for: affordable housing and community asset building, small business rental assistance, development of new affordable homes for rental units for low income households, rental subsidies for low income households, down payment assistance for home ownership for low income households, eviction prevention, employment development and capacity building for SOMA residents, job growth and job placement, small business assistance, leadership development, community cohesion, civic participation, and community based programs and economic development.

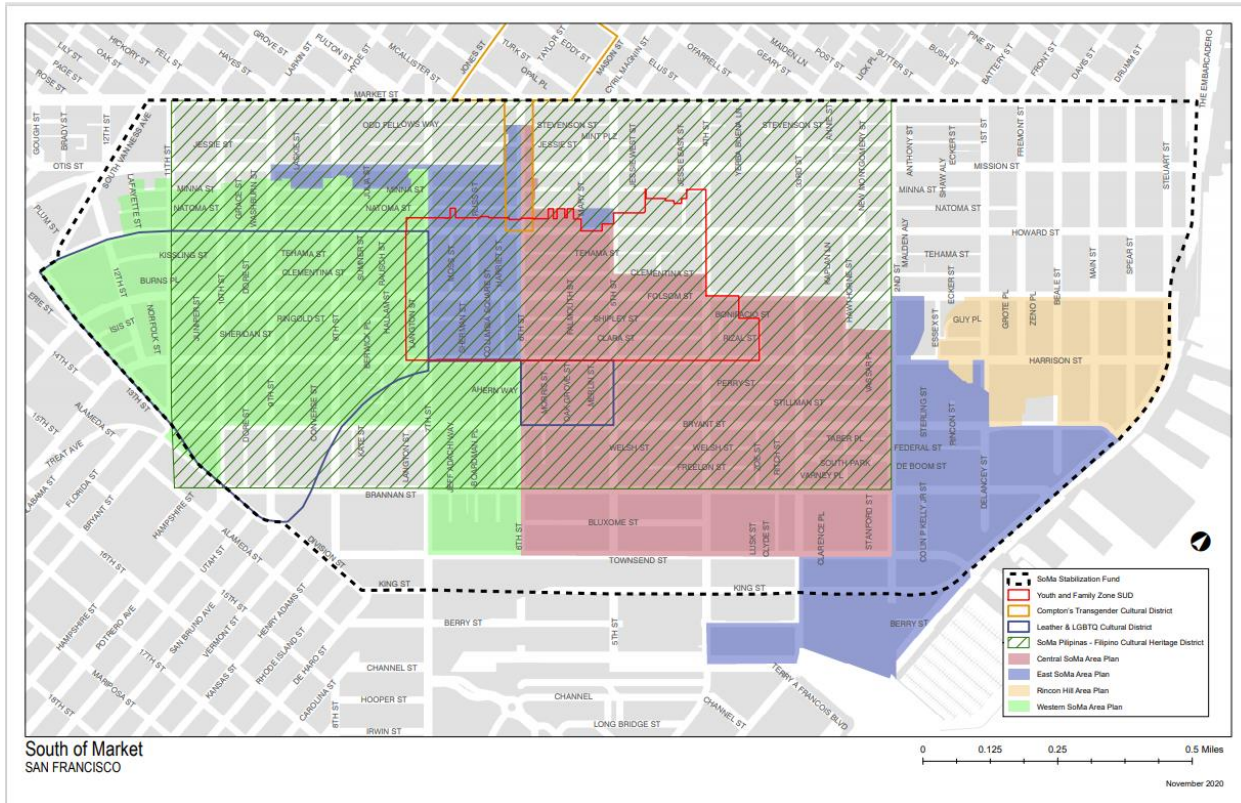
SoMa Services Request for Proposals FY22-23 (2022-02d)

## Priority Population and SoMa Project Area boundaries

The Fund prioritizes investments in projects and programs that serve the following geographies

- the overlapping services areas that include the Children and Families Special Uses District (SUD) as well as,
- legislated Cultural Districts in the neighborhoods, including SoMa Pilipinas, the Leather & LGBTQ District and Compton's Transgender District.

The Fund prioritizes investments in projects and programs that serve small community serving businesses,<sup>2</sup> and low wage residents, particularly youth, families, seniors, and immigrants. While projects serving the entire SoMa area are eligible, the Fund prioritizes projects serving the overlapping impacted areas particularly populations served by the neighborhood's Cultural Districts (SoMa Pilipinas, the Leather and LGBTQ District and Compton's Transgender District) and the Children and Families Special Uses District (SUD).



<sup>2</sup> Small community serving businesses include businesses with less than 25 employees, particularly those owned by resident from historically marginalized communities, and with a demonstrated track record of serving SoMa's residents and workers.

## **Mission and Objectives**

The **mission** of the SoMa Community Stabilization Fund Community Advisory Committee is to stabilize the community and promote equity through funding recommendations and priorities that mitigate the impact of development.

Its **vision** is that populations most vulnerable to displacement in SoMa (individuals, families, businesses that serve and employ them, nonprofit organizations, community arts, and educational institutions) are able to live, work and prosper in a neighborhood that is safe and culturally and economically diverse.

Per the Fund's Strategic Plan, investments are directed toward the following four areas:

**Housing** – Increase access to perpetually affordable housing opportunities for existing residents of SoMa.

- Resident engagement and leadership development
- Services to provide information and preparation to successfully compete for affordable units
- Invest in acquisition, rehabilitation and/or development of land and property

**Jobs and Income** – Support economic and workforce development for low-income residents and community serving businesses.

- Employer cultivation
- Job preparation
- Income support through micro business
- Asset development
- Leadership development and financial literacy programs for youth and families

**Community Cohesion and Neighborhood Communication** – Strengthen community networks and infrastructure to build neighborhood unity, self-determination; and equity in SoMa; Preserve the social heritage of the neighborhood.

- Local nonprofit community infrastructure development
- Neighborhood culture and arts that preserve existing neighborhood social heritage of the neighborhood
- Fostering resident connections across culture and income

**Physical Infrastructure** - Improve the infrastructure and physical environment of the neighborhood.

- Rehabilitation, acquisition and/or development of community facilities
- Improve public spaces and outdoor facilities to promote cohesion among diverse groups in the neighborhood.

## **Funding Guidelines**

### **Racial Equity**

In partnership with City and community leaders, MOHCD seeks to advance opportunities and improve programmatic outcomes for San Francisco's most vulnerable residents. As such, MOHCD is assessing programs, contracts, and procurements to ensure they advance the City's racial equity goals. MOHCD will be working closely with our partner organizations to monitor the impact of our investments.

MOHCD will provide capacity building, clear information to partner organizations, and create channels to give and receive feedback to ensure that all parties are aligned in the expectation to create an inclusive and equitable city where all residents have the opportunity to thrive.

The SoMa Fund lists as one of its key investment objectives to "strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa." MOHCD and the SoMa Fund will continue to center its work on culturally responsive solutions developed by the people most impacted by social inequities.

### **COVID-19**

This RFP was developed through a robust research process by working with City and community leaders to identify current challenges and new trends, aligning our Consolidated Plan's strategies with the City's [Economic Recovery Strategies framework](#).

MOHCD understands that COVID-19 disproportionately impacts communities of color, especially Latino and Black communities. Even before the outbreak of the pandemic, many SoMa residents and workers of color struggled to make ends meet. Organizations that can and have responded to the emerging needs of vulnerable residents will need critical support and stability in order to continue their response.

## **Funding Priorities**

Through this RFP process, MOHCD is seeking proposals for the following funding priority areas listed below. The final terms and conditions of each awarded grant are subject to negotiation.

- Housing
- Small Business Support
- Youth and Family Support
- Community Action Grants/SoMa Community Collaborative

Applicants must demonstrate their ability to achieve measurable outcomes and meet the minimum competencies listed with each service option.

The grant term is one year, with an option to extend for an additional period up to 18 months based on funding availability, grantees' success in achieving outcomes and deliverables, and demonstrated community needs.<sup>3</sup>

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<sup>3</sup> Please note your proposal might be considered for future funding opportunities without submission of an additional response. In such a case, the funds awarded will not exceed \$500,000 or 150% of the original grant amount authorized through this RFP, whichever is greater. At this time, no additional funds are available.

## I. Housing

### **Community Needs**

Since its inception, the SoMa Fund has invested to increase permanently affordable housing for current residents of SoMa. The key objective for the housing service area is to prevent the displacement of low-wage-residents through services that assist residents in

- applying for MOHCD's Below Market Rate (BMR) Rental Program,
- identifying and acquiring existing housing sites that can be converted to permanently affordable,
- tenant counseling services to educate tenants on their rights and opportunities, as well as leveraging MOHCD's investments in eviction prevention, particularly for populations represented by the neighborhood's cultural districts.

This service area aligns with needs identified by the three Cultural Districts located within the SoMa neighborhood including the recently approved SoMa Pilipinas CHHESS (Cultural, History, Housing and Economic Sustainability Strategy) priority to Increase Language and Culturally Competent Housing Readiness Support for Filipinos to get into Affordable, Below Market Rate (BMR), and Supportive Housing as well as the Leather an LGBTQ Cultural District's community-developed strategy to foster housing access and innovation. The Transgender Cultural District has also identified addressing barriers to housing as a priority for the transgender community.

SoMa Program Area	SoMa Fund Strategic Objective	MOHCD Consolidated Plan Outcomes
Access to Housing - Rental Housing Counseling	Increase access to perpetually affordable housing opportunities for existing residents of SoMa by investing in services to provide information and preparation to successfully compete for affordable units	<ul style="list-style-type: none"><li>• Provide services to maintain housing stability</li><li>• Address inequitable impacts of economic growth through anti-displacement measures for residents and businesses</li><li>• Reduce displacement of residents and businesses</li><li>• Develop and maintain accessible and affordable housing</li><li>• Make housing more affordable</li></ul>
Small Site Identification and Tenant Counseling and Education		

### **Program Areas:**

#### **1. Access to Housing - Rental Housing Counseling**

This service strategy will support individual counseling and group workshops that prepare and connect residents to rental housing opportunities, with a focus on MOHCD's Below Market Rate (BMR) and Affordable Rental opportunities. Grantees are expected to work closely with a MOHCD-identified, non-client serving lead agency to coordinate marketing, outreach, and programmatic activities that respond to the evolving needs of target populations and the rapidly shifting housing market.

#### **Suggested Outcome Metrics**

- # of residents demonstrating increased ability to navigate the rental housing process
- # of workshops marketed in collaboration with the MOHCD-identified coordinating agency
- # of qualified residents applying for at least one housing opportunity through DAHLIA
- # of residents creating an account on DAHLIA
- # of workshops and basic application assistance clients served in a language other than English
- # of San Francisco Unified School District (SFUSD) employees served
- # of households placed in affordable housing

#### **Grantee Competencies**

If your agency will provide Rental Housing Counseling, it must:

- Adopt and follow the National Industry Standards for Rental Education and Counseling;



- Have a Housing Counseling Plan by July 1, 2021 that outlines its policies and procedures for client intake, counselor training, individual counseling sessions, group workshops, and client follow-up and evaluation; and
- Be willing to enter into a written agreement with a MOHCD-identified coordinating agency for rental workshop and case management coordination.

If your agency will provide Rental Housing Counseling Coordination, it must:

- Not provide direct services to clients; and
- Be willing to enter into a written agreement with all Rental Housing Counseling service providers for rental workshop and case management coordination.

## 2.Tenant Counseling and Education

This service strategy will support tenant counseling and education provided by non-attorneys, as well as the coordination of tenant-serving organizations citywide. Eligible activities include tenant counseling services and more intensive advocacy around a variety of tenant-landlord issues, know-your-rights education to tenants and community-based stakeholders in group and one-on-one settings, referring tenants facing eviction to the Tenant Right to Counsel Program, Tenant-focused leadership development and civic engagement programming, and Convening tenant counselors and other tenant advocates to improve service coordination, promote best practices, and advance a public information campaign around tenants' rights citywide.

Successful applicants within this service strategy will provide tenant counseling and education to residents in the SoMa neighborhood.

### Suggested Outcome Metrics

- # of residents demonstrating increased understanding of their rights
- # of residents who avoided eviction or preserved rent control status
- # of eviction cases referred to an attorney
- # of residents with a matter resolved in their favor

### Grantee Competencies

- Applicants must have at least five years of experience working with tenants to understand their housing rights; and
- Applicants must have demonstrated commitment to coordinating efforts with nonprofit housing developers, local legal services, and MOHCD

Strategy	Allocation
Access to Housing – Rental Housing Counseling	\$80,000 - 85,000
Tenant Counseling and Education	\$80,000 - 85,000
Total Funding Available (up to three grants)	\$250,000

## II. Small Business Support

### **Community Needs**

The SoMa Fund has always prioritized supporting small, neighborhood-based businesses, recognizing their role in generating jobs and income for local SoMa residents as well as creating paths to financial self-sufficiency for SoMa entrepreneurs. These businesses are a crucial part of the neighborhood and will be a key contributor to its economic recovery.

The COVID-19 pandemic has had a profound impact on SoMa's local economy. Jobs have been lost and businesses have closed, some permanently. According to data compiled by the San Francisco Chamber of Commerce, the city has seen a 45% drop in the number of open small businesses since the first shelter-in-place order took effect in mid-March of last year.

In a survey conducted by the SoMa Community Collaborative, over 35% of participants identified supporting small business as a critical need in the neighborhood. According to the Leather and LGBTQ Cultural District, there were fifty-five leather businesses in SoMa in 1980. Today, they count twelve, and have lost two since the start of the pandemic. Data released by the SF Chamber of Commerce in October 2020 indicated that the South of Market (94103) had the highest percentages of businesses closed at 88%, including both temporary and permanent closures. In addition to federal and state and resources for small businesses the City has been targeting small businesses with proprietors of color. But targeted, on-the ground support is crucial to the success of small businesses in SoMa.

SoMa Program Area	SoMa Strategic Objectives	MOHCD Consolidated Plan Outcomes
Emergency Assistance for Small Businesses	Support economic and workforce development for low-income residents and community serving businesses by investing in <ul style="list-style-type: none"><li>• Employer cultivation</li><li>• Job preparation</li><li>• Income support through microbusiness</li><li>• Asset development</li></ul>	<ul style="list-style-type: none"><li>• Reduce displacement of residents and businesses</li><li>• Encourage the development and sustainability of thriving locally owned businesses</li><li>• Support the development and sustainability of robust commercial corridors in low-income neighborhoods</li><li>• Require local hiring to the greatest extent possible</li><li>• Implement programs that provide direct benefits resulting from neighborhood based economic growth to local communities</li></ul>
Small Business Events		
Small Business Incubation		

### **Service Options**

#### **1. Emergency Assistance for Small Businesses**

This service strategy will provide technical assistance and/or financial support to small, SoMa community-serving businesses adversely affected by the COVID pandemic and/or flooding through a non-profit intermediary.

Technical assistance can include providing support for safe re-opening, testing for employees, referrals and access to resources, assistance with communication, and moving business functions online. Financial assistance can include support for developing safe work environments, purchasing safety equipment, repairs to damages caused by rain and flooding, etc. Businesses assisted must be located within the boundaries of SoMa as indicated on the map on page 5. Applicants must be able to demonstrate how the businesses served by their organization benefit SoMa priority populations (page 5). Examples include, but are not limited to, job opportunities, internships, training, and outreach to SoMa residents.

#### Suggested Outcome Metrics

- # of SoMa-serving businesses assisted and an economic impact achieved
- # of SoMa-serving businesses stabilized
- # of one-on-one technical assistance sessions
- # of internships, training, or jobs created for SoMa residents created

#### Grantee Competencies

- Applicants must have at least three years demonstrated experience providing technical assistance to small business; and
- All applicants must have a demonstrated commitment to coordinating efforts with SoMa businesses and non-profit organizations.

### 2. Small Business Events

This service strategy will support in-person and virtual event series designed to both generate income for small SoMa-serving businesses and create economic opportunities for SoMa residents. Businesses assisted must be located within the boundaries of SoMa.

Proposed programs should support economic and workforce development for low-income residents, workers and community-serving businesses in SoMa; contribute to neighborhood vitality by strengthening small businesses, improving physical conditions, increasing quality of life, building community capacity; develop new and innovative approaches to spur small business growth; and build community with arts, youth, senior and family service providers.

#### Suggested Outcome Metrics

- # of virtual and/or in-person events completed
- # of SoMa-serving businesses assisted and an economic impact achieved
- # of SoMa-serving businesses reporting increase in monthly revenue
- Annual dollar amount of increase in sales
- # of internships, training, or jobs created for SoMa residents created
- # of SoMa residents participating in events

#### Grantee Competencies

- Applicants must have a demonstrated track record of planning events that generate income and visibility for small businesses; and
- All applicants must have a demonstrated commitment to coordinating efforts with SoMa small businesses and non-profit organizations.

### 3. Small Business Accelerator

This service strategy is designed to fund a non-profit intermediary for giving developing businesses access to mentorship, investors and other support to help them become stable, self-sufficient businesses. Funded programs shall assist SoMa residents and existing small businesses in SoMa to develop their enterprises through services that include, but are not limited to, individual consulting, business incubation services, assistance accessing capital, markets, and networking.

#### Suggested Outcome Metrics

- # of SoMa-serving businesses assisted and an economic impact achieved
- # of SoMa-serving businesses stabilized
- Annual dollar amount of increase in sales
- # of workshops, trainings, presentations provided
- # of one-on-one technical assistance sessions
- # of internships, training, or jobs created for SoMa residents created
- # of jobs retained

### Grantee Competencies

- Applicants must demonstrate a successful track record of assisting small businesses with accounting, marketing, crowdfunding, launch support, mentorship, business development, and incubation; and
- All applicants must have a demonstrated commitment to coordinating efforts with SoMa businesses and non-profit organizations.

Strategy	Allocation
Emergency Assistance for Small Businesses	\$80,000
Small Business Events	\$85,000
Small Business Accelerator	\$85,000
Subtotal	\$250,000

## **III. Youth and Family Support**

### Community Needs

Bessie Carmichael School and the Filipino Education Center are the only public schools in the South of Market neighborhood—grappling with both low testing scores and high rates of student homelessness. The pandemic created an even greater obstacle for student learning, with many students left on their own to learn, as their parents have returned to work and for many, no/limited access to internet for virtual learning. Even with schools back in operation, there have been serious challenges in maintaining staffing and capacity as needs for support and mental health services increase. Small community-based service organizations have stepped in to provide much needed support to students and their families.

MOHCD and the SoMa Stabilization Fund are in alignment with the Department of Children Youth and Families, SF Recreation and Parks Department and other city agencies to ensure that public school students are provided with safe, accessible spaces to engage in school learning with support from mentors and service providers. This RFP also supports the SF Planning Department’s SoMa Youth and Family Special use District, which lists protecting and enhancing the health and environment of youth and families among its goals

SoMa Program Area	SoMa Strategic Objectives	MOHCD Consolidated Plan Outcomes
Culturally Competent Educational Services	Strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa Invest in mentoring, leadership development and financial literacy programs for youth and families	Increase access to community-based services
School Site Coordinator		Implement policies and programs that prioritize current residents Ensure adequate city services in neighborhoods where MOHCD’s affordable housing is located

### **Service Options**

#### 1. Culturally Competent Educational Services

This service strategy will provide educational support for SoMa youth through afterschool programming and/or college preparatory services. The goal of this program is to both support youth, particularly those attending Bessie

Carmichael School/FEC, to provide support for the whole family/household in the educational goals of their children, where appropriate and feasible. Funding is available for up to two grants at up to \$100,000 each.

Suggested Outcome Metrics

- # of SoMa youth receiving educational support
- # of SoMa youth enrolling in post-secondary education
- # of families supported through afterschool programming

Grantee Competencies

- Applicants must demonstrate at least five years of successful experience in providing educational support to school-aged youth; and
- All applicants must have a demonstrated commitment to coordinating efforts with the San Francisco Unified School District and Bessie Carmichael School.

2. School Site Coordinator

This service strategy will strengthen the services infrastructure at Bessie Carmichael School, the only public school in SoMa, by supporting a community-based organization to administer regular meetings of school stakeholders and coordinate supportive community services for students and their families.

Suggested Outcome Metrics

- # of convenings
- # of new supporting organizations and/or members contributing to better outcomes at Bessie Carmichael
- # of participating organizations
- # of supportive events completed

Grantee Competencies

- Applicants must have at least three years of experience supporting the Bessie Carmichael School community, including the school's Principal, faculty, staff and families.
- All applicants must have a demonstrated commitment to coordinating efforts with the San Francisco Unified School District and Bessie Carmichael School.

Strategy	Allocation
Culturally Competent Educational Services (up to two grants)	\$200,000
School Site Coordinator	\$50,000
Subtotal	\$250,000

#### IV. Community Action Grants/SoMa Community Collaborative

##### Community Needs

One of the primary objectives of the SoMa Stabilization Fund is to support Community Cohesion and Neighborhood Communication. Over the past eight years, the Fund has provided support to convene stakeholders on a monthly basis to identify and prioritize emerging community needs on the ground and communicate those needs to MOHCD and the SoMa CAC.

The availability of small grants allows small groups to access resources without the costly administrative burden that would typically be involved in a grant administered through a city agency. Neighborhood stakeholders reported that the flexibility provided by the CAG program was crucial in responding to the needs that emerged during the shelter-in-place order. Funds were used to provide direct relief for feeding residents and families in need.

17% of neighborhood stakeholders who participated in a survey to assess emerging needs in SoMa reported mental health as a top concern since the start of the pandemic. Participants indicated that the neighborhood is lacking safe ways to gather and resources for community-driven wellness activities during the COVID-19 crisis.

SoMa Program Area	SoMa Strategic Objectives	MOHCD Consolidated Plan Outcomes
Community Action Grants/Community Council	Strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa Preserve the social heritage of the neighborhood by investing in: <ul style="list-style-type: none"><li>• local nonprofit community infrastructure development</li><li>• neighborhood culture and arts that preserve existing neighborhood social heritage of the neighborhood</li><li>• fostering resident connections across culture and income</li></ul>	<ul style="list-style-type: none"><li>• Support neighborhood-based planning efforts</li><li>• Support locally-based community building</li></ul>

##### 1. Community Action Grants/Community Council

This service strategy is intended to support a non-profit organization in providing two functions:

First, the non-profit will provide administration of a community-based small grants program with three separate funding categories, including providing technical assistance and accountability measures for grantees. Costs for the administration of the small grants program may be included in the budget for up to \$75,000. The SoMa Community's Action Grants (CAG) Program has been providing small grants for community-initiated projects that focus on stabilization and anti-displacements activities for residents and small businesses. CAG recipients will be required to articulate how their project helps prevent the displacement of residents and/or businesses and stabilizes them in SoMa.

Contract monitoring and accountability will be required for all grants. For grants in the amount of \$10,000 and above, additional contracting requirements will apply, including a bidding process and approval of MOHCD grant officer.

Second, this program shall convene a Community Collaborative on a monthly to identify and prioritize current needs and challenges on the ground, particularly in the overlapping priority geographies as outlined on page 6.

Administration costs for convening may be included in the budget for up to \$35,000. This Collaborative will also provide community-based oversight for the small grants program. Funding will be provided for the following categories:

- *Community Action Grants (up to \$5K for a total of \$50K)* – Small grants for community-led initiatives that support residents in building community cohesion, housing stability, and/or jobs and income stabilization. Potential grantees can include, but are not limited to parents, teachers, resident groups, youth groups and other groups and individuals that do not possess a 501(c)3.

- *Community Wellness Grants (up to \$10K for a total of \$30K)* – These grants are intended for wellness initiatives led by small community groups or non-profit organizations that may not have the scale or capacity to compete for and receive larger grants from traditional philanthropy or city departments. Wellness may include, but are not limited to prevention services, education, and mental health services and support.
- *Arts and Culture Grants (up to \$15K for a total of \$60K)* – Arts and culture programs that celebrate and honor the diverse communities in SoMa including, but not limited to those represented by the Cultural Districts located in SoMa may apply for small grants. This funding is limited to smaller arts organizations and groups with global budgets that do not exceed \$500,000.

#### Suggested Outcome Metrics

- # of community action grants completed and supported
- # of community convenings

#### Grantee Competencies

- Applicants must have at least three years of experience managing city contracts
- Applicants must have demonstrated track record of providing technical assistance for small scale grants
- Applicants must demonstrate a willingness and commitment to working with SoMa-based non-profit organizations
- Applicants must have at least two years of experience convening neighborhood partners and stakeholders

Strategy	Allocation
Community Council & Community Action Grants	\$250,000
Subtotal	\$250,000

## APPLYING

### Eligibility Requirements

All applicants must meet all the following eligibility requirements to be considered for MOHCD funding.

- Applicants must be a community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code or apply under a valid fiscal sponsor.
- No City agencies or departments may apply for funding under this RFP.
- Additional requirements may be detailed under each funding opportunity description.

If you meet the Eligibility Requirements listed above, you are welcome to submit a grant proposal. You must submit a separate proposal for each program that you wish to be funded for. For example, if you are interested in grant funding for Small Business Events and Small Business Accelerator you must submit two proposals. If you have any questions, please email them to [claudine.delrosario@sfgov.org](mailto:claudine.delrosario@sfgov.org).

Here are the instructions for submitting a proposal:

1. You must email your proposal to MOHCD. Send your complete proposal packet to [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org). Emailed proposals will be determined as undelivered and non-responsive if the email is time-stamped at 5:01 p.m. (or after) on the submission deadline date. It is the responsibility of applicants to ensure email delivery prior to the submission deadline.
2. Your proposal packet must consist of the following information:
  - Proposal Cover Sheet
  - Project Budget
  - Proposal Narrative
3. The Proposal Cover Sheet and Project Budget are posted in Word and Excel formats, respectively, on <https://sf.gov/information/community-development-funding-opportunities> for your convenience.
4. For your Project Budget, include budget items for **12 months** of the grant, starting July 1, 2023, for your grant proposal and your full program, showing other projected sources of funding, using the budget worksheet provided. Please provide in a separate document that shows appropriate and detailed budget narrative for **each line item** in order to assist the readers in understanding use of funds. Please also submit your agency's global budget in a separate document.

## TIMELINE

We are committed to providing as much clarity as possible during this RFP process. Submit your questions about the RFP in writing to [claudine.delrosario@sfgov.org](mailto:claudine.delrosario@sfgov.org), or at the optional Pre-Submission Webinar. The following dates are estimates and are subject to change.

RFP Issued	January 27, 2023
Optional Pre-Submission Webinar (please register to receive the log in information <a href="#">Registration Link</a> )	February 3 2023 at 10AM
Deadline for Questions	February 10, 2023 at 5PM
Response to Questions Issued	February 15, 2023
<b>Proposals Due</b>	<b>March 3, 2023 at 5:00 PM</b>
Review period	March 2023
SoMa CAC Review and Recommendations	Late March, 2023
BOS Approval Process	April – May 2023
Grant Negotiation Begins	May 2023
<b>Grant Term Start Date</b>	<b>July 1, 2023</b>



## PROPOSAL NARRATIVE

The proposal narrative should not exceed 6 total pages. MOHCD will not accept any handwritten narratives. Font size must be at least 12 point. Pages must be standard 8-1/2 by 11.

### Proposal Narrative Questions (Up to 80 points)

1. **Target Population:** Describe the target population(s) you will serve with this proposed program, your experience serving them, and their key needs. In your answer, describe how your proposed program will engage these populations, and identify and address these needs, including any cultural, language, gender (as evidenced by your policies, procedures, practices and staffing), as well as how the program will connect participants to additional resources. (Up to 15 points)
2. **Program Design:** Describe your proposed program, including the activities or types of services, how they will be provided, and your approach (such as timeline, hours and days of operation, examples, best practices, and why this model best serves your target population. (up to 20 points)
3. **Experience:** Describe your agency's experience providing the types of activities described in this RFP, including how long the activities have been provided, any specific successes and challenges that you have experienced. (Up to 10 Points).
4. **Staffing:** Describe the staffing plan for your proposed program, including all leadership, direct service and supportive roles. Include job titles, brief job descriptions, and the necessary experience for each staff member, including for staff that need to be hired. (Up to 10 points)
5. **Advancing Racial Equity:** How do you seek to engage all underserved communities that need the services you provide, in order to address social and racial inequities. (Up to 10 points)
6. **Partnerships:** Describe any established and/or mutually proposed partnerships this program will maintain with other service providers or systems, including their added benefit to the program design. (Up to 5 points)
7. **Impact/Outcomes:** Describe in detail the impact that this project will have on the community and on the individuals served. Provide estimated annual targets for activities/services provided and outcomes achieved. (Up to 10 points)
8. **Evaluation:** Describe processes and systems your agency has in place to evaluate services, program quality and impact. (Up to 5 points)

## SCORING

Grant proposals that meet our Eligibility Requirements (see p. 3) will be scored, ranked, and receive a funding recommendation based on the ranking. Proposals that do not satisfy the Eligibility Criteria will be determined as non-responsive to this RFP and will not be reviewed.

Proposals will be reviewed and will be evaluated by the criteria shown in the table below:

MOHCD will average the initial reviewers scores for each proposal to generate its final score. This will ensure all proposals have a final score out of 100 points. Final scores allow MOHCD to develop a final ranking of eligible proposals for the funding opportunity.

Proposal Scoring Rubric	
Proposal Section	Point Value
1. Target Population	15
2. Program Design	20
3. Experience	10
4. Staffing	10
5. Advancing Racial Equity	10
6. Partnerships	5
7. Impact/Outcome	10
8. Evaluation	5
9. Program Budget	15
<b>Total</b>	<b>100</b>

## WHAT TO EXPECT IF YOU RECEIVE A GRANT

These grant funds are subject to many requirements, including but not limited to:

1. You must comply with City and County of San Francisco ordinances and contracting requirements (which includes grants). For more detailed information, go to the [Office of Contract Administration website](#). The contract requirements include commercial general liability, workers compensation and auto insurance, compliance with the Equal Benefits Ordinance, and maintaining a current San Francisco business tax certificate, if applicable. You must be registered and in good standing with the State of California's [Registry of Charitable Trusts](#).
2. You must be a City-approved supplier and not on the debarred vendor list before receiving funds. You must be an approved City supplier by the release of award decisions to receive funding under this RFP. You can obtain supplier application packets from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102, or register on their [website](#). Subcontractors are not required to be City-approved suppliers, but must be identified by the applicant and approved by MOHCD. Only the lead agency or fiscal agent must be City-approved.
3. Financing is on a monthly cost-reimbursement basis. You must use our online grants management system for monthly reporting and invoicing.
4. You must sign and comply with the provisions of a grant agreement. Subcontractors will be required to comply with all terms of the grant agreement. The grant agreement includes an annual scope of work and budget. We cannot reimburse for expenses incurred before the start of the grant agreement. Our City Attorney will not approve your grant agreement if your agency has been suspended by the [California Secretary of State](#).
5. You are mandated to comply with all scheduled formal programmatic and fiscal and compliance monitoring and organizational site visits.
6. If you receive \$250,000 or more in City funds, you must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public. For more detailed information, review [Chapter 12L of the San Francisco Administrative Code](#).
7. Programs and services must be accessible to persons with disabilities. You can provide access often without having to alter your existing facility.
8. You must comply with SF Human Rights Commission prohibitions against discrimination in fair housing and equal employment opportunity, and in purchasing goods and services. You must also comply with the Equal Benefits Ordinance for domestic partners. For more detailed information, go to the [Contract Monitoring Division website](#).
9. You cannot use these funds for religious purposes or political and lobbying activity. Applicants must comply with [Section 1.126 of the San Francisco Campaign and Governmental Conduct Code](#).
10. If you use a fiscal agent, the fiscal agent is responsible for monitoring fiscal and programmatic performance of sponsored programs and subcontractors. This includes ensuring funds are spent on the intended purpose, as well as testing expenses on invoices, and ensuring sponsored programs and subcontractors are authorized by contract and follow their policies for procurement, timesheets, payroll tax filings, and any other fiscal management or governance practices not assumed by the fiscal agent.
11. To be a MOHCD grantee, ONE of the following audit documents is required.
  - a. OMB A-133 Audit – This level of audit is required if agency expended more than the threshold amount of \$750,000 or more in federal funds in the previous fiscal year.
  - b. Standard CPA Audit – A standard audit is required for all agencies with a total budget over \$500,000 in the previous fiscal year.
  - c. CPA Financial Review- A financial review is allowed in place of standard audit for agencies with a total budget between \$250,000-\$500,000 in the previous fiscal year.
  - d. "No Audit" Letter- If the agency's total budget is less than \$250,000 a letter can be provided stating that no audit was performed per the agency's global budget size.
  - e. A Fiscal Year Audit for July 1, 2021 – June 30, 2022 should have been completed by March 31, 2023, and will cover the following period- July, 1, 2021-June 30, 2022.
  - f. A Calendar Year Audit for January 1, 2021 – December 31, 2021 should have been completed by September 30, 2022.

## **APPEAL PROCEDURE**

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see Page 16). If we determine your proposal to be non-responsive, we will inform you. Applicants may appeal a determination of non-responsiveness to this RFP by submitting notice by email to MOHCD setting forth the grounds for the appeal by no later than five (5) business days after receiving MOHCD's determination.

Organizations will be notified if a proposal was not selected for an award. If there is disagreement with the decision, organizations may file a formal appeal within five (5) business days of the award announcement. MOHCD must receive the appeal on or before the fifth business day.

The appeal must include a written statement of each of the grounds for appeal. An individual authorized to represent the respondent must submit the appeal by email to [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org). The appeal must cite all applicable laws, rules, procedures, or provisions that we did not follow faithfully, as documented in this RFP. The appeal must specify facts and evidence enough for us to determine its validity. Disagreements about program quality or value do not constitute grounds for appeal. Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision. MOHCD will only accept appeals of non-responsiveness or an award decision by email. It is the responsibility of applicants to ensure email delivery prior to the deadline specified.

A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final. If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the appeal. Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision.